

SENIOR DATABASE CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising routine clerical tasks and/ or independently performing difficult clerical work requiring a general understanding of specific laws, office rules, procedures and policies. A significant portion of the work involves the maintenance of computerized databases and typing, either on a typewriter, word processor, computer terminal or personal computer. The work is carried out in accordance with established procedures and involves supervising entry level clerical office work and/ or independently performing more complex clerical duties which provide support to the function of a municipal department or agency. Work is performed under the general supervision of a higher level employee with leeway allowed for the exercise of independent judgement in the application of prescribed procedures and methods to routine cases. Supervision may be exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises or performs various clerical tasks with a computerized data base;

Adds, deletes and updates various records in a database;

Looks up records in a database and writes down information from the records;

Prepares various reports from the database;

Designs and creates various database applications;

Types financial statements, payrolls, statistical tabulations and data, memoranda, vouchers, reports and other materials working from rough draft or personally developed data;

Composes and types correspondence;

Assigns work, reviews and records work done, and instructs new employees in specialized clerical work of a unit;

Sets up time schedules and is responsible for discipline in a unit;

May act as secretary to agency or department head;

Conducts routine correspondence on matters where policies and procedures are well defined;

Checks reports and records for clerical accuracy, completeness and proper extension;

Collects and compiles statistics and other related information;

May perform all duties of a Typist or a Database Clerk/ Typist;

May process checks, codes and files requisitions, claims, vouchers, bills and receipts;

May interview agency clients and explain services available;

Answers telephone and gives out general information or relieves at switchboard;

Collects fees and accounts for monies received;

May issue and record applications, licenses and permits;

May process, sort, index, record and file a variety of control records and reports;

May operate the variety of office machines found in a municipal agency;

May utilize electronic data processing equipment in the course of carrying out various clerical duties;

Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of data entry and the use of computerized databases; good knowledge of business arithmetic and English; good knowledge of agency policy, rules and regulations; ability to understand and carry out oral and written directions; ability to type at an acceptable rate of speed; ability to plan and supervise the work of others; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Successful completion of the eighth grade in school, or its' equivalent and one year of clerical experience; **OR**
- B. Two (2) years of clerical experience.

Note: Successful completion of college coursework at a regionally accredited or New York State registered college or university may be substituted for up to one year of the work experience required above as follows: One year of work experience equals thirty (30) credit hours;

Successful completion of a clerical training program may be substituted for up to one year of the work experience required above as follows: One year of work experience equals one year of clerical training;

In no case will a candidate qualify for appointment to positions in this class without having at least one year of full-time paid clerical experience or its' part-time equivalent;

Senior Database Clerk/Typist
ULSTER COUNTY
6115 SR DB C/T
Classification: Competitive
Grade: 5
Union: CSEA

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